

## POLITICAL/VOLUNTEER ACTIVITIES

### 39.01 PURPOSE

This regulation establishes procedures and responsibilities and shall serve as a guideline for all personnel who participate in volunteer organizations, independent activities, or political activities.

### 39.02 DEFINITIONS

The following terms, as defined, are to be applied for the purpose of this regulation.

- A. Personnel: Applies to members, enforcement officers, and employees.
- B. Political: Engaging in or conducting any type of business involving the government (either local, state, or federal) to include, but not limited to, seeking office as a district magistrate, constable, school board, etc., with or without compensation.
- C. Volunteer: Independently performed duties or duties performed as part of an organization outside the scope of the Pennsylvania State Police (PSP) employment and normal work shift on a routine basis.
- D. Conflict of Interest: Where participating in a specific function outside of the PSP may have an affect on the duties and responsibilities with the Department.
- E. Demean: To lower, debase, or to affect adversely the professional image of the Department.

### 39.03 GENERAL PROVISIONS

- A. Prior approval of volunteer activity is not required; however, if personnel suspect that participation in the volunteer activity may involve a possible conflict of interest, prior approval must be granted by the Department. Volunteer activities are considered secondary to the individual's employment with the Department. Continuing in volunteer activities after receiving

notification that such activity possesses a possible conflict of interest shall constitute grounds for disciplinary action.

- B. Supplementary employment involving political activity, with or without compensation or remuneration, requires prior approval by the Department and the Office of Administration. The Department has the right to disapprove political activity. Participation in political activity without prior approval shall constitute grounds for disciplinary action.
- C. Volunteer Activities: Personnel may engage in volunteer activity provided the scope of the volunteer activity does not demean the image of the Department. Any volunteer activity that would be in violation of any law; the Governor's Code of Conduct; FR 1-1, General Requirements; AR 4-6, Rules of Conduct for Employees; or any Department rule or regulation **where such activity** is considered demeaning to the image of the PSP is prohibited.
- D. Political Activities: Personnel may engage in political activity provided prior approval is obtained from the Department. Any political activity that would be in violation of any law; the Governor's Code of Conduct; FR 1-1; AR 4-6; Management Directive 205.14, Prohibition of Activities Not Specifically or Directly Connected with the Official Business of the Commonwealth on Commonwealth Property; or any Department rule or regulation **where such activity** is considered demeaning to the image of the PSP is prohibited.
- E. Limitations:
  - 1. Personnel may not leave their normally scheduled shift to participate in any volunteer or political activity, except as provided in AR 4-5, Leaves of Absence, Section 5.11, Civil Leave (Leave Code C). Personnel with approved requests on file, as required by AR 4-5, are excluded from this limitation; however, prior approval to leave the work site is required.
  - 2. Political activity of any nature is prohibited at the work site and while personnel are performing their regular job duties.
  - 3. Confidential information concerning Department policies and procedures or about ongoing investigations shall not be discussed.

4. Members and enforcement officers shall not serve in any capacity which may be construed as holding an office in any organization or **licensed establishment that sells alcoholic beverages, or that illegally sells or dispenses alcoholic beverages. Additionally, members and enforcement officers shall not be employed as or act in the capacity of a bartender or server, selling or dispensing alcoholic beverages at or on behalf of any licensed establishment.** Members and enforcement officers shall not serve alcoholic beverages at any fund-raising event where access to the alcoholic beverages is conditioned on a contribution or other monetary consideration. When alcoholic beverages are sold or dispensed in connection with volunteer or political activity covered by this regulation, members and enforcement officers shall conform to the requirements of FR 1-1, Section 1.15, Holding Office in Liquor Establishment; and AR 4-17, Supplementary Employment, Section 17.03, General Provisions. Nothing contained in this paragraph shall impede the ability of a member or enforcement officer to seek or hold office in the Fraternal Order of Police and/or the Pennsylvania State Troopers Association.
5. Personnel may not identify themselves as a member, enforcement officer, or employee of the PSP.
6. Personnel who wear a PSP uniform may not appear in uniform to perform their volunteer or political activity or use their authority in any way while participating in their volunteer or political activity.
7. Personnel may not imply that they are in any way endorsed by the PSP or use their status to advance their private interests. Advertising and business cards associated with volunteer and political activity may not contain any reference to the PSP. Personnel may not use any logo, symbol, patch, device, badge, or slogan associated with or used by the PSP on any such advertising or business cards.
8. Personnel shall not be permitted to utilize any Department equipment or supplies while participating in any volunteer or political activity.

39.04 PROCESSING OF POLITICAL/VOLUNTEER ACTIVITY REQUESTS

Requests **to participate** in political/volunteer activity should be processed as quickly as possible at all levels.

A. Personnel:

1. Determine if their participation in a volunteer organization/activity may involve a conflict of interest in their duties and responsibilities of the Department.
2. Request approval to participate in a volunteer activity via Department Correspondence, Form SP 3-201, through channels, to the Director, Bureau of Human Resources, if the possibility of a conflict of interest exists.
3. Submit a request of their interest in seeking political office via Department Correspondence and a Supplementary Employment Request, Form STD-355, through channels, to the Director, Bureau of Human Resources. Personnel are prohibited from any political activity until approval is received from the Department.

B. Troop Commander or Bureau/Office Director:

1. Review the notification and, if needed, request additional information from either the affected personnel or the volunteer organization.
2. Upon completion of review, submit the affected personnel's request and their recommendation to the Director, Bureau of Human Resources for review.

C. Director, Bureau of Human Resources:

1. Review any submitted requests and recommendations. Upon completion of the review, if it is determined that no conflict of interest exists for volunteer activity, notification shall be made to the Troop Commander or Bureau/Office Director. If upon completion of the review, it is determined that a conflict of interest may exist, notification shall be forwarded to the Chief Counsel's Office for review.

2. Review all requests for political activity. Upon completion of the review, the request shall be forwarded to the Chief Counsel's Office. If the request is approved, it shall be forwarded to the Office of Administration for approval/disapproval. The determination of the Office of Administration is final.

D. Chief Counsel's Office:

1. Review submitted notifications and recommendations and determine if a conflict of interest exists for volunteer activity. If it is determined that no conflict of interest exists, notification shall be made to the Director, Bureau of Human Resources. If a conflict of interest exists, notification shall be forwarded to the Deputy Commissioner of **Administration and** Professional Responsibility.
2. Review all requests for political activity and forward the request to the Director, Bureau of Human Resources for processing.

E. Deputy Commissioner of **Administration and** Professional Responsibility:

Review submitted notifications and recommendations and make a final determination of whether a conflict of interest exists for volunteer activity. The determination shall be forwarded to the Director, Bureau of Human Resources. The determination is final.

39.05 NOTIFICATION

The Director, Bureau of Human Resources shall notify the affected personnel of the outcome of their request regarding possible conflict of interest to participate in a volunteer organization/activity or their request to participate in a political activity. Notification shall be made through their Troop Commander or Bureau/Office Director.